



RECORDED

**REGULAR MEETING MINUTES  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, February 21, 2018, 12:30 p.m.  
Ketchum City Hall Meeting Room, Ketchum, Idaho**

Board Members of the Mountain Rides Transportation Authority met in a Regular Meeting in the Ketchum City Hall Meeting Room, Ketchum, Idaho.

**PRESENT:** Chair Kristin Derrig (Ketchum), vice-chair Joyce Fabre (Sun Valley), Secretary Tory Canfield (at-large), Dave Patrie (Blaine County) (arrived late), Grant Gager (Ketchum), Jim Finch (Hailey) and Tom Blanchard (Bellevue)

**NOT PRESENT:** Open Sun Valley seat

**ALSO** Mountain Rides Interim Executive Director Ben Varner

**PRESENT:** Mountain Rides Business Manager Tucker Van Law  
Mountain Rides Operations Manager Mike Knudson  
Mountain Rides Community & Customer Relations Supervisor Kim MacPherson  
Mountain Rides Bicycle Pedestrian Program Coordinator Michael David  
Peter Hendricks, City of Sun Valley Mayor  
Keith Saks, City of Sun Valley council president  
Dave Galloway, Elkhorn resident  
Chuck Williamson, SVEA General Manager  
Al Stevenson, Elkhorn resident

**1. CALL TO ORDER**

Chair Kristin Derrig called to order the meeting of Wednesday, February 21, 2018 at 12:30pm. Secretary Tory Canfield took roll and determined that a quorum was present.

**2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS**

Kristin Derrig said Jane Conard resigned from the board. Kristin thanked her for her service and dedication to being on the Mountain Rides board and to say that she will be missed.  
Joyce Fabre agreed that she will be missed.  
Kristin welcomed Mayor Peter

**3. PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA (including questions from Press)**  
There were none.

**4. ACTION ITEMS AND DISCUSSION ITEMS**

**a. Action item:**

*Action to approve Strategic Initiatives for 2018*

Ben Varner said this is a document that we do every year which comes out of our January retreat.

Tory Canfield asked about strategic priority #5 and would like to add language to allow Mountain Rides to take an active role to improve bike and pedestrian infrastructure.

Tom Blanchard asked about the purchasing of lots in Bellevue. This item fits into strategic priority #7a as long range planning. Tom asked about owners of the property and moving forward and wanted to know the process going forward. Ben Varner said maybe we could do something like the City of Ketchum did; putting an option to buy on a parcel. This could possibly happen at the end of next year. Ben Varner said that these priorities are part of the Executive Director's purview and will sit at his desk. This document will be reviewed on a regular basis.

Joyce Fabre asked about strategic priority #2; marketing. Joyce said that marketing will be necessary for all the new services we provide.

Michael David said we presently take a fairly active role and he works on Safe Routes to School initiatives. Projects in the Bike-Ped master plan are driven by the cities and county. Michael said we attend the Blaine County Regional meeting monthly and are a part of a Bike-Ped working group. Michael David said board members are welcome to attend as well.

Tory Canfield believes that Mountain Rides should be noticed or consulted about things happening in the community with the cities and county so we are part of projects from the beginning.

Jim Finch wants to change the dates for electric bus deployment to later than 2019. Jim thinks land is a better option to pursue. The group agreed that the date can be taken out.

Dave Patrie said electric buses are a high priority for him.

Tom Blanchard wants to create a strategic marketing plan and wants it to be a priority for Mountain Rides.

Joyce Fabre feels the strategic initiatives are good.

Dave Patrie said Mountain Rides is supposed to be getting notifications on all public hearings in the community.

**Joyce Fabre made a motion to approve with changes the 2018 Mountain Rides Strategic Initiatives. Dave Patrie seconded and the motion carried.**

**b. Discussion item:**

*Discussion on summer service plan – Red Route Elkhorn and Ketchum Circulator*

Ben Varner gave an update from the special board meeting on February 7<sup>th</sup> when the group talked about summer service for Elkhorn and West Ketchum.

Joyce Fabre gave a recap of the summer Red Route service. Rather than eliminating the service, the group talked about including a night service from 5-10pm to connect to the Blue route and for a few nights a week. Ideally you could catch the Blue route at 10:15pm rather than 9:45pm at Elephant's Perch and then to Elkhorn. She would like to see the new red service to go later than 10pm.

Jim Finch suggested to staff to consider 6-11pm and have it run two nights a week due to budget constraints. Ketchum, as a full paying partner, may warrant having service through West Ketchum three nights a week.

Kristin Derrig agrees with the 6-11pm timeframe.

Joyce Fabre asked about riders on a West Ketchum route.

Grant Gager said the opportunity exists there as much as it does in Elkhorn or Twin Creeks or anywhere else. There is a short-term rental market in West Ketchum and then there is Ketchum Alive on Tuesday nights.

Dave Galloway from Elkhorn stated that many dinner reservations are at 6pm so he would like

to see the service start at 5pm which we stated at a previous meeting.

Grant Gager said he supported those comments based on the data coming from the new parking meters in Ketchum. The parking starts to pick up about 5:15pm and go until 9:30pm.

Jim Finch said you could shorten the season to Labor Day if the budget becomes an issue.

Ben Varner said City of Ketchum asked for Tuesday night for Ketchum Alive. And as far as Elkhorn goes, if we do the Red evening service we will not be adding on to the Blue Route to Morning star.

Al Stevenson from Elkhorn said he hopes we can have evening summer service.

**c. Action item:**

*Action to approve the purchase of two vans*

Ben Varner said this is the response to the RFP and we only had one bid from Corwin Ford.

Tom Blanchard asked if this bid was close to what was anticipated. Ben Varner said this bid was in line with what we expected.

Grant Gager asked about the equipment surplus.

Ben Varner said it is probable that we would surplus a van and will receive the van in July.

**Tory Canfield made a motion to approve the purchase of two commuter vans from Corwin Ford. Tom Blanchard seconded, and the motion carried.**

**d. Discussion item:**

*Receive and discuss letter regarding bus stop signs from City of Sun Valley*

Ben Varner said we originally received a letter from the City of Sun Valley regarding bus stop signs back in December. Ben has included a draft response letter in this packet.

Joyce Fabre agreed with Ben that we want an amicable solution to these issues and any misunderstandings cleared up. The prior Executive Director, Jason Miller, went through Planning & Zoning commission and received their approval for the signs but there is a difference of opinion regarding the city ordinances and how they are to be interpreted as they apply to these bus stop signs. P&Z had ruled the bus stop signs exempt from the city ordinances because the signs do have a role in directing or controlling traffic. Jason did work with the Community Development director and worked closely with the streets department superintendent.

The board would like to address the concerns that the City of Sun Valley brought to us. Ben Varner drafted a letter saying that we would agree to replace all white sign posts with brown steel posts because that is esthetics and won't compromise safety to have brown posts. The city is asking for the signs to be 8ft and we will not have lighting on the signs. Jason and the CDD didn't think they needed the encroachment permits because they were just replacing signs. Going forward we understand that we need encroachment permits for everything we do.

The only part of the letter that we disagree is the placement of the bus stop signs. If you look at transit industry standards and design standards used for Mountain Rides bus stops, it says you need a sign at each stop including across the street from each other. This is a design industry standard, not just an opinion.

Tory Canfield agreed with Joyce to work with Sun Valley and their desirable esthetics. She believes strongly to have signs at every stop for safety purposes.

Grant Gager said the signs are beautiful and thanked all the board members who worked on the committee with him. He agrees with having a sign at every stop for safety issues. He disagrees with the sign height change which could become an inadvertent safety issue for

vehicular and pedestrians.

Jim Finch said Mountain Rides used to have six bus stops in the Elkhorn Springs area and we are down to three. There has been an effort to reduce the number of signs in the past. In the previous administration they wanted bus stops at every major housing project or condo complex. With changing administrations, we get changing input.

Joyce Fabre said our Bus stop standards from 2011, the Federal Highway Administration and American Association of State Highways require signs at every bus stop. We try to use best practices when it comes to safety.

Dave Patrie agrees with Joyce. Without a sign, it is not a bus stop, so we need the signs. We are trying to balance visibility of our system we want to be known as a community that has transportation and the signs help with that. We are trying to be respectful of the City of Sun Valley and their wishes for esthetics and he thinks we have a good compromise in front of us. He also suggested taking a look at the placement of the signs, so they are not too close to the bike path or sidewalk and are set back to eliminate the possibility of someone knocking their head. Dave also said regarding the second concern in the letter: He would also like to add language for the encroachment permits to word it so it can't be changed when someone's taste changed.

Peter Hendricks had no comments.

Keith Saks said he was here as an observer.

Dave Patrie said the encroachment permits that we get for these signs will overrule anything and would be an existing permit.

Grant Gager agrees with Dave. The staff of P&Z considers these signs traffic control devices so they would be allowed to be at 10ft.

Dave Patrie said we have a specific request in front of us and we should address that request. Dave Patrie said he is happy to accept that these are not traffic control devices and have them subject to the signs that are limited to 8ft in height.

Michael David stated from an operational perspective that ridership would drop if there were no signs on both sides of the street.

Kristin Derrig said from the beginning, one of the reasons for the new signs is to be more visible to increase the level of service for our ridership.

Joyce Fabre said in the interest of maintaining a good relationship with all of our funding partners, we should agree to everything in their request except removing bus stop signs at bus stops.

Dave Patrie said we should ask for financial consideration because the changes will incur costs and we believe we followed the rules to the best of our knowledge.

Grant Gager asked if our drivers have any concerns of visibility regarding the height of the signs. Mike Knudson said the drivers can see the signs well now especially when a car is parked near them.

Jim Finch said the new signs in Sun Valley are in better locations now than when the old signs were posted at stop signs. These are improved locations which is enhanced safety for our passengers. He said 8ft seems kind of low from his point of view.

**e. Action item:**

*Action to approve response letter to City of Sun Valley*

Joyce Fabre suggested some changes to the letter which will be from the board.

Grant Gager has genuine safety concerns with the height of the signs.

Dave Patrie said we will need encroachment permits for the signs and require site visits from

staff of both entities.

The board members worked on the edits to the letter together.

**Joyce Fabre made a motion to approve the response letter to the City of Sun Valley with changes noted.** Kristin Derrig will sign the letter as the board chair. **Dave Patrie seconded and the motion carried.**

**f. Discussion item:**

*Discussion on work plan for Bus Stop Improvement project*

Ben Varner said he wanted to let the board know where we are in the process. We want to start working with the City of Bellevue in March. We want to place our final order with Lytle signs.

Jim Finch said Hailey looks forward to using the new signs at Main & Cobblestone bus stop. Grant Gager thanked staff for their time and efforts. We have had a tremendous number of compliments. It extends the Mountain Rides brand beautifully. He can't wait to see the signs in Hailey and Bellevue.

Dave Patrie said the new signs augment our feeble marketing budget.

Joyce Fabre has heard the same positive comments from Elkhorn and Sun Valley residents.

Jim Finch wants to know who is going to trim the signs on 3<sup>rd</sup> Ave on the Silver Route. They are put in the trees.

Grant Gager said the City of Ketchum will work with Mountain Rides on trimming the trees in the right-of-way.

Jim Finch said since there was an improvement at 2<sup>nd</sup> and Sun Valley Rd and will we put a new stop in there.

Ben Varner said the City of Ketchum traffic authority approved 2 new stops on both sides just west of 2<sup>nd</sup> Avenue by the new infrastructure.

**g. Action item:**

*Action to approve committee membership for 2018*

Ben Varner said each year we make changes to the committees. There are policy implications so the chair becomes a check signer.

Planning & Marketing committee will include Jim Finch, Tom Blanchard and Tory Canfield.

Finance & performance committee will include Joyce Fabre, Kristin Derrig, Dave Patrie and Grant Gager.

**Dave Patrie made a motion to approve the Planning and Marketing Committee and Finance and Performance Committee membership, as stated, for 2018.** Tom Blanchard seconded and the motion carried.

**Peter Hendricks, City of Sun Valley mayor, asked about the process of hiring the Executive Director and a timeline for it.**

**Kristin Derrig said they have had the first round of interviews which will be discussed today and the second interviews will be in late March.**

**Joyce Fabre said time and schedule restraints have delayed the 2<sup>nd</sup> round of interviews.**

**Jason Miller was hired as a consultant for the recruitment process and placed job postings in all the trade website, journals, publications and locally. We are staying on the timeline of hiring someone to start work in May.**

**Dave Patrie said the hiring committee will make a full recommendation to the whole board and then the board will hire the candidate.**

**There can be staff input but no staff vote.**

**5. Committee Reports**

No committee meetings this month.

**6. Staff reports**

a. Dashboard performance reports for December 2017

b. Operations report – Jim Finch asked about the vanpool numbers. Kristin Derrig asked about the Blue Route numbers which were a little down.

Jim Finch asked about the Hailey route being down which could be due to the airport ridership. Those riders have moved to the Valley Route.

Jim Finch also asked about road calls and loss of service. He asked about adding information about lost trips and added trips.

Tom Blanchard asked about the cost per hour.

c. Marketing and Outreach report – Kim MacPherson said that the ridership is at 540,358 for 2017.

d. Bike-Ped report

e. Maintenance report

f. Business Manager report

g. Interim Executive Director report

**7. Consent Calendar items**

a. Approve minutes for January 3<sup>rd</sup> and February 7<sup>th</sup> special meetings and January 17<sup>th</sup> regular board meeting

**Joyce Fabre moved to approve the minutes with the addition of Ben Varner’s full name on page 45. Tom Blanchard seconded. The motion passed. Dave Patrie abstained.**

b. Receive & File December 2017 financials and bills paid

**Grant Gager moved to receive and file December 2017 financials and bills paid. Joyce Fabre seconded. The motion passed.**

The group took a 5 minute break

**8. At 2:25pm, Dave Patrie made a motion to go into Executive Session per Idaho code 74-206(1)(a) to discuss personnel (Hiring). Tory Canfield seconded.**

**Roll call: Kristin Derrig, aye, Joyce Fabre, aye, Tory Canfield, aye, Grant Gager, aye, Dave Patrie, aye, Tom Blanchard, aye, and Jim Finch, aye.**

**At 3:51pm, Dave Patrie made a motion to end Executive Session. Tom Blanchard seconded and the motion carried unanimously.**

**9. Dave Patrie made a motion to amend the agenda adding an action item to cure an open meeting violation with the good faith reason to amend being that a cure needs to occur within 14 days of the occurrence and Mountain Rides does not have a meeting scheduled within that time frame. Tom Blanchard seconded and the motion passed unanimously.**

**10. Action item:**

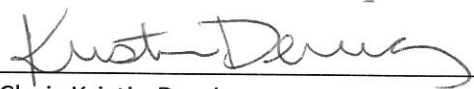
*Action to cure open meeting violation, declaration of any actions taken at or resulting from the meeting 2/12/18 meeting void*

Background: on February 12, 2018 a sub-committee constituting a quorum of the Mountain Rides Board met to interview candidates for the Executive Director position. At the conclusion of the interviews the group learned the meeting had not been noticed properly. The members did not proceed with any discussion or evaluation of the candidates and no actions were taken and no deliberations occurred.

**Dave Patrie moved to declare any action, or inadvertent deliberations toward an action, resulting from the meeting void and noted that no actions were taken. Additionally, this action will be reconfirmed at the next regularly scheduled Mountain Rides Board meeting. Jim Finch seconded and the motion passed unanimously.**

**11. Adjournment**

**Tory Canfield moved to adjourn the meeting at 3:56pm. Jim Finch seconded and the motion carried unanimously.**

  
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Chair Kristin Derrig